



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

**DATE:** March 15, 2016  
**POSITION TITLE:** Administrative Law Clerk  
**LOCATION:** San Francisco, California  
**CLASS LEVEL:** JSP 12/01- JSP 13/10  
**SALARY:** \$84,302 – \$130,325 / Depending upon Experience and Qualifications  
**CLOSING DATE:** Open until filled

The U.S. District Court, Northern District of California, is seeking an Administrative Law Clerk for U.S. Magistrate Judge Elizabeth D. Laporte. Duties are approximately 25% clerical/administrative, and 75% traditional law clerk duties (legal research and writing). Must be a member of the Bar, J.D. from ABA accredited law school, excellent academic record, excellent research and writing skills, and one or more years experience as an attorney. Prior clerkship experience helpful but not required. **To start 5/23/16 (some flexibility) for one year with possibility for extension.**

### **SUBMIT RESUME, A WRITING SAMPLE, LIST OF REFERENCES and LAW SCHOOL TRANSCRIPT to:**

United States District Court - NDCA  
ATTN: Chambers of Elizabeth D. Laporte  
PO Box 36060  
San Francisco, CA 94102

**INFORMATION FOR APPLICANTS:** The successful candidate for this position is subject to a FBI fingerprint check and background investigation-employment will be provisional and contingent upon the satisfactory completion of the required background investigation, will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non Citizens and Making Offers of Future Employment:** Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for

citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.